

<b>Title</b>	<b>Demonstrate knowledge of the provision of public access to museum collections and provide access</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>9</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of museum collection access policy and provision of public access to museum collections; provide access to museum collection information; and provide access to museum collection items and/or taonga.
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<b>Classification</b>	Museum Services > Museum Collections
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All learning and assessment in this standard must be carried out in accordance with museum tikanga, policy, process and practice. This includes documented policies and procedures and established practices for the operation of museums and may include but is not limited to: application of the articles of Te Tiriti o Waitangi, culture and/or legal requirements, standards, codes of ethics, and relevant industry best-practice documents.
- 2 For the purposes of this unit standard, evidence requirements may be limited to one museum.
- 3 Definitions
 

*Mātauranga Māori* refers to knowledge and beliefs of significance unique to Māori, expressed inclusive of te reo and tikanga.

*Museum* includes museums, art galleries, whare taonga, tribal museums, cultural practices for the operation of museums and may include, but not limited to: application of the articles of Te Tiriti o Waitangi, culture and/or legal requirements, standards, codes of ethics, and relevant industry best-practice documents.

*Public access to collections and taonga* is a term used to guide individual and group encounters with items and taonga in museums through exhibitions and displays, public programmes, educational activities, handling sessions, demonstrations, and research visits. It also includes digital access through the museum's on-line presence.

*Taonga* are tangible and intangible items of cultural and social significance to Māori.

*Tikanga* refers to Māori principles, practices or behaviours.
- 4 Recommended skills and knowledge
 

Unit 20545, *Demonstrate knowledge of tikanga Māori in museums*; and Unit 20554, *Demonstrate knowledge of museums and responsibilities of the museum sector in Aotearoa New Zealand*; or demonstrate equivalent knowledge and skills.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of museum collection access policy.

#### Performance criteria

1.1 Key elements of policy that have impact on collection access are identified and explained.

Range may include but is not limited to – physical access, digital access, multimedia, condition of collection items or taonga, conditions stipulated by donor or lender.

1.2 Policy considerations regarding tangata whenua access to collections are explained.

Range may include but is not limited to – ownership, Te Tiriti o Waitangi, tikanga, mātauranga Māori, tino rangatiratanga, kaitiakitanga, mana whenua.

1.3 The impact of the Privacy Act 2020 on collection access policy is explained.

### Outcome 2

Demonstrate knowledge of the provision of public access to museum collections.

#### Performance criteria

2.1 Procedures for public access to museum collections are identified.

Range evidence of three procedures.

2.2 Intellectual property, physical and cultural issues affecting the provision of public access to museum collections are explained.

Range evidence of three issues; one for each – intellectual property, physical, cultural.

2.3 Issues affecting digital access are explained.

Range may include but is not limited to – creative commons, permission of owner, intellectual property, copyright, data sovereignty, kaitiakitanga; evidence of three.

**Outcome 3**

Provide access to museum collection information.

Range three different enquiries or requests for information.

**Performance criteria**

- 3.1 Visitor enquiries or requests are responded to in accordance with the particular circumstances.
- 3.2 Conditions for accessing information, including any obligations to tangata whenua, are adhered to.
- 3.3 Museum documentation systems are used to retrieve required information.
- Range may include but is not limited to – special conditions for handling, special conditions for access.
- 3.4 Information provided meets the requirements of enquiries or requests and maximises access to relevant material.
- 3.5 Documentation of transactions is completed, and any required follow-up is identified and actioned.

**Outcome 4**

Provide access to museum collection items and/or taonga.

Range may include but is not limited to – on-site access, loan to another entity, taonga, digital or remote access; evidence of three provisions of access is required.

**Performance criteria**

- 4.1 Communications with people associated with requests for access are carried out.
- 4.2 Museum collection items and/or taonga are located and any specified conditions for provision of access are identified.
- Range may include but is not limited to – handling, environment, tikanga.
- 4.3 Specific conditions for the protection of the collection item and/or taonga are adhered to when providing access.
- Range specific conditions may include but are not limited to – physical, cultural.
- 4.4 Documentation of the provision of access is completed.

<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 2005	31 December 2018
Rollover and Revision	2	21 September 2007	31 December 2018
Review	3	21 January 2011	31 December 2025
Review	4	18 August 2016	31 December 2025
Review	5	26 October 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council [info@toimai.nz](mailto:info@toimai.nz) if you wish to suggest changes to the content of this unit standard.